



National Summer Transportation Institute Program

Desk Reference



U.S. Department of Transportation
Federal Highway Administration

This page is intentionally left blank

Acknowledgment

This Administrative Technical Assistance Desk Reference was prepared and authorized by the U.S. Department of Transportation, Federal Highway Administration (FHWA) Headquarters Office of Civil Rights (HCR).

Support and Disclaimer

This Administrative Technical Assistance Desk Reference information serves as guidance. Participating States will enter into cooperative agreements with the host sites and will follow their respective State procurement rules and regulations in administering the National Summer Transportation Institute (NSTI). These procurement rules and regulations supersede any information or recommendations provided here, except where indicated as special terms or conditions. [§200.317](#)

Purpose

This Technical Assistance Desk Reference is intended to assist State Transportation Agencies (STAs), FHWA Division Offices (DIV), and NSTI Host Site staff in their administration of the NSTI Program. The Desk Reference provides the following:

- NSTI Program Background and Objectives
- HCR/DIV/STA/Host Site Responsibilities
- Statement of Work Submission Process
- Program Milestones
- Guidance for NSTI & ACE Academy Program Coordination
- Best Practices
- Points of Contact & Web Links
- Appendices Forms

Table of Contents

| | |
|---|----|
| Chapter 1 – Introduction | |
| Program Background | 9 |
| Program Objectives | 10 |
| Chapter 2 – Responsibilities | |
| Headquarters’ Office of Civil Rights (HCR) | 11 |
| Division Offices | 11 |
| State Transportation Agencies (STA) | 11 |
| Host Sites | 12 |
| Chapter 3 – Statement of Work (SOW) Submission Process | |
| HCR Annual Program Webinars | 13 |
| Statement of Work Solicitation | 13 |
| Program Milestones | 14 |
| SOW Application | 15 |
| Chapter 4 – Program Overview | |
| Program Objectives | 17 |
| Grade Levels (Middle School or High School) | 17 |
| Program Types (Resident or Non-resident) | 17 |
| Chapter 5 – Program Administration | |
| Recruitment and Student Selection Procedures | 18 |
| Staffing Requirements | 19 |
| Orientation Meeting & Closing Program | 21 |
| Rules and Regulations | 21 |
| Risk Assessment | 22 |
| Program Cost | 23 |
| Intermodal Advisory Committee (IAC) | 26 |
| Partners/Sponsors | 26 |
| Implementation Schedule | 26 |
| Chapter 6 – STEM Focused Curriculum | |
| Academic Curriculum | 27 |
| Enhancement Program | 28 |
| Sports and Recreation Program | 28 |
| Chapter 7 – Evaluations | |
| Weekly/Staff/Overall Program | 29 |

Appendices

| | | |
|------------|--|----|
| Appendix A | SOW Application | 30 |
| Appendix B | Recruiting Notice (Host Site to Middle School/High School) | 33 |
| | NSTI Participant Application Form | 35 |
| | Scholarship Selection Notice | 36 |
| | Program Rules & Regulations | 37 |
| | Participant/Parent Agreement | 38 |
| | Certificate of Health | 39 |
| Appendix C | Personal Items and Dress Code | 40 |
| Appendix D | Employment Agreement | 41 |
| Appendix E | Release Form Video/Tape | 42 |
| | Release Form Data Collection | 43 |
| Appendix F | Orientation Program (Sample) | 44 |
| | Closing Program (Sample) | 45 |
| Appendix G | Incident Report | 46 |

The National Summer Transportation Institute (NSTI) Program was authorized by Congress under Section 1208 of the Transportation Equity Act for the 21st Century as a Transportation Career Education Program for Secondary School Youth.

This page is intentionally left blank

Chapter 1 - Introduction

Background

In an effort to address the need for a diverse workforce this 21st Century and to create an awareness of the career choices and opportunities that exist in the transportation industry, the United States Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) established various educational initiatives. These educational initiatives were primarily fostered by FHWA's commitment to Workforce 2000 and Executive Orders 13532- Historically Black Colleges and Universities (HBCU), 13555 - Educational Excellence for Hispanic Americans, 13270 - Tribal Colleges and Universities (TCU), and 13515 - Asian American and Pacific Islanders (AAPI). The aforementioned Executive Orders directed Federal Agencies to advance the development of human potential and to strengthen the capacity of HBCUs and other minority institutions of higher education such as, Hispanic Serving Institutions and TCUs.

The USDOT-FHWA, the funding and governing agency for the NSTI program, formally established the NSTI as a recognized educational initiative in 1998 when Congress authorized funding for the NSTI under Section 1208 of the Transportation Equity Act for the 21st Century (TEA-21).

Moving Ahead for Progress in the 21st Century Act (MAP-21) continues funding for critical training and educational initiatives including NSTI.

Dwight David Eisenhower Transportation Fellowship Program (DDETFP) to attract qualified students to the field of transportation education and research, and advance transportation workforce development.

Transportation Education Development Program to develop and implement innovative transportation education and workforce development programs at all levels of transportation.

Garrett A. Morgan Technology and Transportation Education Program (GAMTTEP): To improve the preparation of K-12 students, particularly women and minorities, in science technology, engineering, and mathematics through curriculum development and other transportation-related activities.

Objectives

The National Summer Transportation Institute (NSTI) is a key component among FHWA's educational initiatives. The NSTI program is a Science, Technology and Math (STEM) focused program for high school and junior high/middle school students. It is administered by accredited colleges, community colleges and universities, accredited Minority Serving Institutions (MSIs) throughout the United States, the District of Columbia, the Commonwealth of Puerto Rico, Pacific Island territories and the U.S. Virgin Islands.

The NSTI program objectives are to improve STEM skills, provide awareness to middle and high school students - particularly minority, female and disadvantaged youth - about transportation careers, and encourage them to consider transportation-related courses of study in their higher education pursuits. Host sites are required to commit significant program time to classroom participation. The length of the program is typically 2-4 consecutive weeks. Host sites may be student day programs or residential programs in which room and board are provided by the Host Sites to the students.

Chapter 2 - Responsibilities

Headquarters' Office of Civil Rights (HCR)

- Establish funding distribution formula
- Post distribution formula and opportunity on www.grants.gov
- Provide program policy and oversight
- Establish criteria for Statements of Work
- Issue annual program action memoranda requesting Statements of Work
- Notify Division Offices of funding allocation
- Review and approve Statements of Work
- Conduct annual NSTI program implementation webinars
- Develop and update data collection and evaluation instruments as needed
- Collect, assess and use data from assessment tools to enhance program
- Maintain SharePoint site
- Provide technical assistance to the Division Offices

Division Offices

- Forward annual program action memoranda to STA
- Review, assess, and recommend SOW and Budget
- Provide feedback and technical assistance to STAs as needed
- Forward recommended and non-recommended SOW(s) and Budget(s) to HCR (*Upload documents to SharePoint by established deadline*)
- Ensure annual action memoranda, STA funding allocations and host site approval letters are forwarded to the Division Financial Managers
- Ensure project number for each host site is created in FMIS
- Monitor project funding via FMIS (expenditures, final voucher and closeout)
- Conduct onsite visits to ensure compliance with program guidelines and approved SOWs
- Complete post program questionnaire
- Provide feedback regarding observations during onsite visits, including identifying best practices, areas for improvement, lessons learned, etc.

State Transportation Agencies (STA)

- Solicit SOWs from accredited academic institutions, including MSIs with appropriate capabilities to serve as Host Sites through the STA website and the STA's procurement procedures. See 2CFR §200.318
- Review and submit all SOW applications to the Division Office (Recommended and non-recommended)
- Provide brief summary for each non-recommended SOW
- Establish cooperative agreement with the host site pursuant to State procurement rules and regulations
- Ensure Host Site complies with implementation, invoice and reimbursement guidelines and program milestones in a timely manner
- Conduct onsite visits to ensure compliance with program guidelines and SOW
- Monitor project implementation, execution and closeout for each host site

- Complete post program questionnaire, providing feedback regarding observations during onsite visits, including best practices, areas for improvement, lessons learned, etc.

Host Sites

Accredited colleges, community colleges and universities, including MSIs throughout the United States, the District of Columbia, the Commonwealth of Puerto Rico, Pacific Island territories and the U.S. Virgin Islands may respond to STAs' solicitations and submit applications STAs to serve as NSTI Host sites.

Programs shall be administered by the Host Site. Each host site appoints a Project Director who's responsible for collaborating with the STA to develop and implement all phases of the NSTI program.

Host Site responsibilities include, but are not limited to, the following:

- Submit application and budget to the STA
- Ensure application aligns with program objectives.
- Applications must include STEM focused curriculum, significant time for classroom activities, as well as enhancement activities such as modal visits
- Execute a cooperative agreement with the STA
- Recruit participants and sufficient host site staff
- Ensure program is implemented, executed and closed in accordance with the approved application and budget
- Submit timely invoices to STA
- Complete post program questionnaire, including feedback regarding observations, best practices areas for improvement, lessons learned, etc.

Note: Please work through your STAs and do not send correspondence to HCR unless requested

Chapter 3 – Statement of Work Submission Process

HCR Webinars

HCR typically conducts a webinar prior to each fiscal year's NSTI program implementation with the Divisions and STAs. An internal forum may be conducted with FHWA Division Offices, and a national webinar is conducted with the Office of the Secretary for Division Offices, STAs and host sites. Dates will vary, but notification will be sent to Divisions for distribution to all parties.

Webinars focus on program changes, special initiatives, best practices, and other transportation related educational or career opportunities. Questions and answers related to conducting effective, efficient NSTI programs are also discussed to ensure a clear understanding of the program's guidelines.

Statement of Work (SOW) Solicitation

Each year, HCR sends notices to division offices to advise STAs to begin solicitation for Host Sites to administer the NSTI program. Academic institutions interested in serving as Host Sites must complete and submit their application package to the STA in accordance with STA instructions and/or procurement procedures.

Each STA will be authorized to determine the number of NSTI Host Sites it wishes to fund under the State's overall funding allocation. Each recommended Host Site must meet the overall objectives for the NSTI program. STAs must explain to HCR in brief detail why multiple Host Sites are recommended. Further, if the STA wishes to fund more than one host site, it may do so as long as the aggregate funding requests for these host sites do not exceed the State's total funding allocation.

STAs are required to provide a SOW for each Host Site to FHWA Division Offices that detail NSTI activities that do not exceed the STAs allocated funding. Divisions should render SOWs that exceed the State's allocated funding as non-responsive and ineligible for further review.

Project Program Milestones

| Date | Milestones | Office |
|-------------------------------|--|--------|
| December 2015 | HCR Issues Action Memorandum for FY2016 NSTI Program | HCR |
| | FHWA Division Civil Rights Specialists immediately notifies STA and advises STA to post opportunity on State website and begin soliciting Host Sites | DIV |
| January 2016 | STA informs FHWA division Offices, in writing, of its intentions to participate in the FY2016 NSTI program. STAs rejecting funds must notify the FHWA Division Administrator in writing by letter from the State DOT Chief Executive Officer (CEO) or designee. | HCR |
| January 2016 | STAs solicit applications (SOWs) from academic institutions interested in serving as host sites. STAs select the program(s) it wishes to fund for the NSTI FY2016 program | DOT |
| December 2015 to January 2016 | STAs solicit applications (SOWs) from academic institutions interested in serving as host sites STAs select the program(s) it wishes to fund for the NSTI FY2016 program | DOT |
| February 2016 | STAs advance NSTI applications with recommendations to Division Civil Rights Specialists for review and concurrence | DOT |
| February 2016 | Division Civil Rights Specialists review SOW(s) | DIV |
| March 2016 | Division Offices post recommended and non-recommended SOW(s) to SharePoint under appropriate State folder | |
| March 2016 | HCR reviews SOW(s), issues concurrence and approval for NSTI host sites | HCR |
| March 2016 | 2016 Host Site Announcement | HCR |

Statement of Work (SOW) Application

The NSTI Project Director is responsible for submitting a SOW application and Budget Tables to the STA. STAs must submit their recommended and non-recommended applications electronically to the Division Offices for review and approval by the established deadline.

Division Offices must post both recommended and non-recommended applications to SharePoint by the established deadline. Non-recommended applications must include a brief explanation.

The SOW application should not exceed 10 pages (the Transmittal Sheet and Budget Tables A-E do not count against the page limitation). SOW applications should be sent to the Division Office as a Word document using Times New Roman font type 12 and be single-spaced.

Instructions

The following components are included in the SOW Application:

Transmittal Sheet

Application

Tables A-E

Transmittal Sheet:

Full name of host site (College/University)

Complete address

Contact representatives:

Host Site Project Director (Name, phone, email address)

State Transportation Agency Liaison (Name, phone, email address)

Federal Highway Administration Division Office (Name, phone, email address)

Section A: Program Information

This section of the application should include the following information:

Host Site (Name/Address)

Congressional District(s)

FHWA Funding Requested

In-Kind Contributions

Program Length (Include NSTI (weeks) & ACE Academy (days))

Program Dates

FAA ACE Academy Location (Airport name and address)

Anticipated Number of Participants

Type of Program (Residential or Non-residential)

Grade Levels (Middle School grades 6-8 or High School grades 9-12)

Section B: Program Overview

Provide a one or two-page summary of the NSTI program the host site plans to implement. Information in this section must address the program objectives delineated in the solicitation memorandum, and include a description of curriculum, specific field trips planned, and examples of any enhancement activities planned.

Section C: Program Administration

This section of the application should include the following information:

1. Recruitment and Student Selection Procedures

Provide a brief narrative on the recruitment and participant selection procedures.

2. **Table A** - Staffing Requirements: List all position titles, salary per hour and job description.

3. **Table B** - Program Cost: Provide a detailed budget and narratives.

4. **Table C** - IAC: List all persons and organizations serving on the committee.

5. **Table D** – Partners/Sponsors: List all partners/sponsors, their role and/or contribution(s).

6. **Table E** - Implementation Schedule: List all tasks to be performed, task assignment(s), action(s) required, and the timeframe for completion.

7. STEM Focused Program Curriculum

Academic - Curriculum designed to enhance skills, and provide awareness.

Enhancement – Activities to improve study habits, promote academic achievement, and foster self-awareness.

Sports Recreation (*Required for Residential Programs*) – Activities to enhance physical health, and promote teamwork and sportsmanship.

8. Evaluations

Describe the type of surveys and evaluations to be used and how and when they will be administered.

Chapter 4 – Program Overview

The NSTI should focus on critical and systematic educational endeavors that will explore all aspects of the transportation industry and its role in our society. It should present a curriculum that introduces participants to the diverse modes of transportation, as well as career opportunities that exist in the transportation industry.

A successful NSTI requires a cooperative effort among Federal, State and local transportation agencies, community-based organizations (CBOs), educational institutions and the private sector. Therefore, each NSTI is encouraged to establish an Intermodal Advisory Committee (IAC) and select members from a broad spectrum of the transportation community. The IAC is encouraged to assist with reviewing the SOW and curriculum, planning and securing resources (i.e. speakers, field trips, transportation partners, and sponsors), and providing technical assistance. Although the IAC may not make policy, it may serve in an advisory capacity and as a resource to the host site. The FHWA, STAs, Divisions, CBOs, and private industry may assist in conducting the NSTI by serving as members of the IAC. The Project Director is encouraged to convene a meeting of the IAC no later than six weeks prior to the start date of the NSTI. Minutes of all meetings should be filed and made available to the STA, the Division, and HCR upon request. The NSTI is typically implemented over a two to four week period and must have a minimum of 15 participants. The curriculum must be STEM focused and may be developed in coordination with the STA and Division.

The Host Site shall determine if the NSTI will be either a residential or a non-residential program with middle or high school participants. The Project Director should report any changes in the number of participants immediately to its STA (e.g., if 15 participants were selected and only 10 attend the program or anytime the number of participants is less than 15), along with an explanation regarding the attrition. The STA will notify the Division. The STA and Division will contact HCR prior to determining if the host site should discontinue its program.

Program Objectives:

1. Improve STEM (Science Technology Engineering and Math) Skills
2. Provide awareness about transportation related careers to middle school and high school students
3. Encourage students to consider transportation related fields of study in their higher education pursuits.
4. Host Sites must commit significant program time to classroom instruction

Grade Levels & Program Types

The NSTI must be classified as either a **middle** school (grades 6-8) or **high** school (grades 9-12) program and as **residential** or **non-residential**.

High school programs should focus on activities that are designed to improve STEM skills, assist in preparing participants for post-secondary education and encourage them to pursue transportation-related careers. Middle school programs should focus more on career exploration.

In Residential programs, participants reside on the college or university campus. The host site provides room and board. Residential programs are required to include academic, enhancement, sports, and recreation activities throughout the duration of the camp, including weekends.

In a non-residential program, participants commute to campus daily. Non-residential programs include an academic program and enhancement activities.

Chapter 5 – Program Administration

Recruitment and Student Selection Procedures

NSTI provides awareness to middle and high school students - particularly minority, female and disadvantaged youth - about transportation careers, and encourages them to consider transportation-related courses of study in their higher education pursuits.

Host sites should distribute applications to public and private middle schools and high schools, alumni, civic, fraternal, faith based, and community organizations in their service area. It is recommended that host sites establish a selection committee.

Potential participants should submit a complete application. Host sites will notify selected participants and provide them with detailed information about the NSTI. After the initial screening of the applications and prior to final selection, the NSTI Project Director may schedule interviews with prospective participants and their parents/guardians. The interview affords the Project Director an opportunity to discuss the program with the student and their parents/guardians, validate their academic and career objectives, and their interest in the NSTI.

The following criteria should be used to select participants:

1. Middle School – Students in sixth, seventh or eighth grade.
2. High School – Students in ninth, tenth, eleventh, or twelfth grade.
3. Middle School - Has completed **pre-algebra**, or will be qualified for enrollment in pre-algebra for the coming school term.
High School - Has completed **algebra**, or will be qualified for enrollment in algebra, for the coming school term.
4. Minimum cumulative grade point average of 2.0 on a 4.0 scale.
5. Interest in STEM education and/or careers.
6. At least one letter of recommendation from a teacher or a guidance counselor.
7. A written statement regarding his/her reasons for wanting to participate in the program and how the NSTI can assist in meeting his/her academic and career goals.

Notification/Acceptance Packages:

Upon completion of the selection process, the Project Director notifies the successful applicants and provides them with detailed information about the NSTI. Information to be provided in the notification/acceptance package includes the following:

1. Notification of selection
2. Participant/parent agreement
3. NSTI guidelines or requirements
4. Certificate of health insurance
5. Required personal items and dress codes
6. Housing regulations
7. Signed permission forms concerning videos/audio publications
8. Notification to Applicants Not Selected:

The Project Director notifies each applicant who was not selected as a NSTI participant.

Staffing Requirements

Project Director

The host site conducts the NSTI under the leadership of an identified Project Director. To ensure the program is effectively managed, the Project Director devotes the appropriate time to management of the NSTI. Changes in the level of time committed to service of the Project Director should be reported immediately to the STA. The Project Director has primary responsibility for implementing the day-to-day activities, ensuring the program operates in accordance with the programs rules, regulations, NSTI Desk Reference, and adheres to all applicable Federal and State laws, and college or university policies and, procedures.

The Project Director ensures that faculty and staff understand their duties and responsibilities. The host site is encouraged to create employment agreements which establish duties and responsibilities, during duration of the agreement, required assurances, and the amount of compensation for the position.

Staff positions may include and academic program coordinator, academic aide, residence hall counselor, and faculty. Host sites are encouraged to provide job descriptions defining all duties and responsibilities, for the NSTI staff (see Table A). The Project Director is responsible for ensuring that all staff members are adequately trained for their positions, and that each staff member is oriented to the NSTI.

Sample Job Descriptions

Academic Program Coordinator

- Supervises the academic program faculty/staff
- Implements, evaluates and revises the academic curriculum
- Provides laboratory activities and resource materials
- Performs other duties assigned by the Project Director
- Acts in the absence of the Project Director

Academic program coordinator should hold a Master's Degree and have a background in transportation or related work experience. Previous teaching/administrative experience at the middle and high school or college/university level is required.

Faculty

- Provides daily academic instruction and related activities
- Assists with testing, evaluations, and career counseling
- Interacts with participants and administrative staff
- Performs other duties assigned by the Project Director and/or Academic Coordinator

All faculty members shall be college/university professors and/or meet the institution's hiring criteria.

Academic Aide

- Assists with academic instruction
- Organizes resource material
- Sets up laboratory activities
- Assists with coordination of field trips
- Assists with program opening and closing activities
- Accompanies participants to camps or activities, as necessary
- Assists with weekend activities, as necessary
- Interacts with the faculty, participants and administrative staff
- Performs other duties assigned

All academic aides should have a minimum of 14-years (associate degree) of education.

Resident Hall Manager

- Responsible for overall management of the day-to-day dormitory life, facilities, evening study sessions, and related activities
- Assists in the selection, orientation, and training of resident hall counselors and may be primarily responsible for their daily supervision
- May conduct regular meetings for the purposes of reviewing participant interactions, performance, dormitory activities and staff training
- Responsible for the implementation and supervision of study hours
- Serves as a liaison between the instructional and residential staff

The Resident Hall Manager (RHM) resides in the dormitory and takes his/her meals with the participants and other residential staff.

Residence Hall Counselor

- Reports directly to the RHM or Project Director
- Lives in a residence hall and is responsible for the primary care of an assigned group of participants living in his/her building
- Monitors and implements university and residence hall policies.
- Fosters participants' academic and personal development.
- Chaperones participant off-campus trips and tours, and dining room supervision
- Reports all incidents in and around residence hall to RHM
- Reports to the RHM any cases beyond his/her disciplinary efforts (e.g., if participants refuse to cooperate)
- Cooperates fully with the Project Director and professional staff
- Promotes effective study and living habits
- Attends all special occasions/functions
- Assists with participant check-in/check-out
- Uses discretion in dealing with activities in the residence hall, as considered necessary and appropriate
- Coordinates weekend duties as assigned by the Project Director

The hall counselors should possess the desire to create and maintain a safe and healthy residential community. Candidates should be able to show previous work with conflict-resolution skills, peer mediation, crisis management, and the ability to respond to emergencies.

Orientation Meeting

The Project Director must plan and host an orientation meeting for participants and their parents/guardians. A thorough explanation of what is expected of participants, an overview of all planned activities and general information about the host site are among the topics to be included for review. Review of rules and regulations is highly encouraged.

Closing Program

The Project Director plans and hosts a closing/awards program at the conclusion of the NSTI. Parents, sponsors, and college or university officials, STA and FHWA Representatives should be invited. Host sites are encouraged to send a press release to the participants' hometown media announcing the graduates of the NSTI. The talents of the graduates should be featured. Honors and awards for accomplishments, and certificates of completion should be presented.

Host sites are encouraged to provide awards for the three top graduates of each NSTI. The Project Director should present these awards in recognition of those participants who have distinguished themselves through exemplary accomplishments. The faculty and staff may select awardees based on the following criteria: participation in activities; completion of assignments/activities; teamwork; leadership skills; and interest in pursuing a career in the transportation industry.

Rules and Regulations

The NSTI staff is responsible for the safety and well-being of the participants at all times. The following guidelines, rules and regulations must be implemented to meet the objectives of the NSTI Program.

1. Participants are expected to display courteous and professional behavior towards their peers, faculty, and staff at all times.
2. Only excused absences from the Project Director will be accepted. Participants must report any illnesses and/or injuries etc., to their residence counselors and Project Director to be excused from classes (seminars/labs). Violations may lead to dismissal from the program. Attendance at all activities is mandatory.
3. Participants are not permitted to leave the campus unless escorted by a counselor or another adult in authority. Residence counselors will arrange for off-campus activities. Any unauthorized participant found or reported off campus is subject to immediate dismissal. Participants are required to take part in all weekend activities, unless prior arrangements have been made.
4. Weekend activities are planned for the participants in residential programs. Parents must sign participants back in when they return to campus.
5. Each participant will receive a host site identification (ID) card. This ID card will allow the participant dining privileges and access to university facilities and related programs.
6. All residence hall rules of conduct must be followed. A 9:00 p.m. curfew is set for all residence halls. Participants are free to move around inside the residence hall under the supervision of the residence hall counselor. They must also abide by bedtime hours.

Risk Assessment

The Project Director and staff personnel are encouraged to review any risk assessment guidelines provided by the STA, or the university/college serving as the host site. A review of injury and illness reports and property and personal injury reports must be prepared by the Project Director as a basis for evaluating the overall effectiveness of the Risk Assessment and Management Policy. This evaluation process is intended to ensure that the Risk Assessment and Management Policy, reduce risks and losses to the host site and all participants.

A. General Life Safety

The safety and well-being of all NSTI participants, staff and allied personnel is the highest priority for the NSTI. The purpose of the guidelines below is to provide guidance in addressing risk management issues for each of the NSTI components. These guidelines are also intended to provide a safe and wholesome environment to conduct all NSTI activities.

B. Emergency Evacuation

Education and awareness are essential components of evaluating and planning a risk management program. The Project Director must provide appropriate orientation to the staff to familiarize them with the plan, safety measures, facilities, and evacuation routes to be used for emergency evacuation.

C. Staff Alert System

The Project Director must develop and distributes to NSTI staff an alert roster identifying all staff members by name, address, telephone number, and email. In addition to the NSTI staff, the roster must include appropriate host site officials. Instructions and alert protocol should accompany the roster.

D. Incident Reporting

On-duty staff members must document all emergency incidents, complete required incident reports and forward to the Project Director.

E. Ensure evacuation plans accommodate participants with disabilities including assigning participants to accessible rooms, providing specific evacuation instructions, ensuring host site staff are aware of the room number and location of all participants requiring an accommodation.

In addition to the information above, the Project Director must ensure items covered during the orientation include, but are not limited to, exit directional signs in the hallways and each dormitory room and routes to be taken to direct occupants out of and away from the building. These same directives shall apply to classrooms and assembly spaces used for NSTI activities and include minimally the following:

- Fire Drills and Natural Disasters - Instructions must be prepared and distributed to comply with host site requirements, and an NSTI staff person must be assigned to coordinate emergency evacuation activities.
- Buddy System - Each NSTI participant must be assigned a “buddy” to assist in monitoring each person’s whereabouts during an emergency evacuation.
- Emergency Response System - Identify all on-campus emergency shelter facilities, hospitals, and infirmaries.
- Identify all off-campus emergency shelter facilities that are proximate to the host site.
- Identify local hospitals, their telephone numbers, and routes to their locations.

Program Cost

There is no cost-sharing requirement for the NSTI Program. Host sites cannot charge any types of fees of any kind (e.g., application, retention, supplies) even if the fee is reimbursable to the participants.

The requested budget amount cannot exceed that which has been allocated to the STA.

The FHWA HCR has capped the Federal cost for the following budget items:

Personnel and Fringe: Not to Exceed 45% of total requested funding amount.

Indirect Cost: Not to Exceed 15% of the requested budget direct cost.

Note: Caps pertain to FHWA funding only.

Budget Summary

The budget summary is a skeletal outline that shows how the program's total cost will be allocated to line items. Also identify in-kind contributions, e.g., human capital and/or material resources such as materials, equipment or services that are given without charge to the program or organization. Stipends to program participants may be allowed with FHWA's prior consent. Consent will not be unreasonably withheld if the stipend amount is reasonable and supported by written justification submitted to the relevant FHWA Division Office.

Budget Categories/Definitions

The budget categories and definitions are listed below:

1. **Personnel** - Includes all expenditures for direct services of persons who are in the employment of the host site, regardless of whether such employment is on a permanent, temporary, or fee basis.
2. **Fringe Benefits** - Includes all employer contributions made by the host site on behalf of employees, e.g. medical insurance.
3. **Recruitment** - Includes all expenditures for the recruitment of participants for the NSTI Program. A brief explanation is required for travel. Allowable items/activities may include the following:
 - Travel (Program Director) – visit/participate in school activities and/or meet with participant counselors to market the NSTI program.
 - Production of flyers, application packages, participant selection/non-selection notification letters and any other required program documents at a reasonable cost.
 - Postage, such as the mailing of applications and other program documents to public/private middle and high schools, and to participants at a reasonable cost.
4. **Contractual Services** - Includes all expenditures for services, other than by official employees of the host site, which includes the use of equipment, materials, or commodities.
5. **Food** - Includes all expenditures in the following categories at a reasonable cost:
 - Orientation Meeting
 - Residential Program: Breakfast/Lunch/Dinner
 - Non-Residential Program: Lunch

■ Closing Program

Note: Cost of all meals, including field trips, must be included in program budget.

Disallowed – Federal funds may not be used for snacks.

6. Travel - Includes all expenditures for participants' travel (i.e., transportation, lodging, meals and other charges necessary to the approved travel.) All field trips/travel plans should be identified individually. Travel requirements should be met using the most economical form of transportation available. The following information should be provided:

- Total number of trips planned
- Number of participants for each trip (e.g., Project Director, 15 participants, 3 participant counselors)
- Type of trip (e.g., In-State or Out-of-State)
- Name/location of the event
- Purpose of the trip (identify what the participants will be doing - a tour and/or brief presentations, hands-on activities, etc.)
- Entrance fee per person, if applicable
- Fares for common carriers, auto/van rentals, or other chartered transportation services
- Cost of food, if applicable

Note: Only *educational transportation-related trips* will be approved for funding. A brief narrative explaining how the trip relates to transportation should be included.

7. Supplies - Identify all materials and supplies needed for the daily implementation of the NSTI program such as program and training supplies. Include the cost and number of items being purchased.

Note: Federal funds may not be used to purchase host site equipment, such as computers.

9. Room and Board - Includes the cost of sleeping accommodations and meals for participants and staff who are not employees of the host site.

9. Indirect Cost - Indirect cost is any cost that cannot be directly attributed to the project, and may cover services and products such as telephone bills, utilities, rent payments, and maintenance costs. For the purpose of the NSTI Program, HCR has capped the indirect cost not to exceed 15% of the direct cost.

Account Management

Each NSTI should follow the accounting procedures/regulations/rules provided by their STA.

Procurement Procedures

Each STA should follow their State's competitive procurement procedures and its selection of the host site. See 2CFR §200.318

Budget Amendment

When requesting approval for budget amendment(s), the Project Director should consult with the designated STA personnel assigned to oversee the program. The STA will review and determine the validity of the proposed request and consult with the Division. The Division may approve or disapprove the request without HCR's involvement as long as it falls within the guidelines of budget expenditures. However, if the Division is unsure if the request is allowable, they should contact HCR. In addition, the Division is responsible for notifying the STA and HCR of the decision and of any changes to the approved budget. The STA will notify the Project Director, in writing, of the decision. Neither HCR nor the Division will authorize any reimbursements for invoices that were not approved in advance.

Reimbursement Procedure

The NSTI should follow STA procedures for reimbursement of NSTI expenditures. The STAs will follow State rules and regulations regarding cost reimbursement (e.g., time requirements, proper documentation requirements, contact person, etc.). The typical process for reimbursement involves the following steps.

1. The NSTI Host Site submits invoices to the STA for review and reimbursement. The STA reimburses the NSTI for allowable expenses. (Expenses on invoices should reflect expenses listed in the budget submitted in the SOW submission.)
2. The Division Office reimburses the STA.
3. The Division Office and HCR may request at any time, to review invoices paid by the STA.
4. Unexpended funds are returned to HCR within 90 days after the conclusion of the program.

Financial Reports

The NSTI must follow the STA's procurement process regarding the submission of financial reports. However, HCR may require the NSTI to submit a financial report to their respective Division Office. The report should include all expenditures whether invoiced or not. For details about documentation requirements and deadlines for submission of invoices and reports for reimbursement of funds, the Project Director should contact the STA.

Procurement

The Project Director, or his/her delegate must procure all supplies, travel, equipment, and services using the normal procurement procedures of the host site. Neither the Project Director nor the NSTI staff may, at any time, violate the procurement procedures of the State, college or university. Any expense incurred by the Project Director or the NSTI staff outside of the normal procurement process for the host site will NOT be an allowable expense under the cooperative agreement with the STA.

Intermodal Advisory Committee (IAC)

A successful NSTI requires a cooperative effort among Federal, State and local transportation agencies, community-based organizations (CBOs), educational institutions and the private sector. Therefore, each NSTI is encouraged to establish an IAC and select members from a broad spectrum of the transportation community. The IAC is encouraged to assist with reviewing the SOW and curriculum, planning and securing resources (i.e. speakers, field trips, transportation partners, and sponsors), and providing technical assistance. Although the IAC may not make policy, it may serve in an advisory capacity and as a resource to the host site. The FHWA, STAs, Divisions, CBOs, and private industry may assist in conducting the NSTI by serving as members of the IAC. The Project Director is encouraged to convene a meeting of the IAC no later than six weeks prior to the start date of the NSTI. Minutes of all meetings should be filed and made available to the STA, the Division, and HCR upon request.

Partners/Sponsors

List all partners and their roles and/or contributions to the program.

Implementation Schedule

List all tasks to be performed, task assignments, actions required, and the timeframe for completion.

Chapter 6 – STEM Curriculum

Each NSTI must submit a detailed curriculum including a narrative and a daily activity schedule illustrating the classes, learning activities, and modal visits planned for the program. The curriculum should feature all aspects of the transportation industry. The design and delivery of the curriculum should enhance STEM skills, create awareness and stimulate the participants' interest in opportunities that exist in the transportation industry. The interdisciplinary nature of transportation should be emphasized.

Academic Curriculum

The academic program must be STEM focused and designed to provide a stimulating introduction to the transportation industry and career opportunities. The program must include exposure to all modes of transportation: land, air, water, and incorporate topics on safety.

Curriculum should include an introduction to a transportation mode, presentations from industry professionals who work in the areas being studied, and field trips to transportation and transit facilities and government agencies. Hands-on activities such as laboratory activities, project design, construction, and testing must be included and may culminate with participant competitions.

Note: *All field trips must be transportation-related*

Suggested activities include rocket design, computer programming, computer applications, solar car design, glider design, bridge design, and mass transit design.

A list of typical topics on Land, Air, Water and Safety components is provided below:

Land Transportation

- Highway Design
- Transportation Planning
- Traffic Signal Timing
- Transportation Logistics
- Public Transit
- Railroad Transportation
- Truck Operations
- Traffic Flow

Water Transportation

- Deep Sea Freight Transportation
- Deep Sea Passenger
- Inter-Coastal Waterway
- Local Water Transportation
- Towing/Tugboat Services
- Marine Cargo Handling
- Marinas
- Water Transportation Services

Air Transportation

- FAA ACE Academy
- Flight Theories
- Aircraft Performance
- Flight Instruments
- Power Plant Design
- Gravity (properties, etc.)
- Air Navigation
- Space

Safety

- Safe Transportation infrastructure
- Improving safety and communications
- Incentives for better safety
- Analyzing, forecasting trends/issues
- Benefits of safe transportation
- Pedestrian Safety
- Bicycle Safety
- Air Travel Safety
- Vehicle Safety

Enhancement Program

The Enhancement program should introduce students to methods and activities that improve study habits, promote academic achievement, and foster self-awareness.

- Time Management, Critical Thinking, Analytical Skills, Study Habits
- Scholastic Assessment Test Prep
- Problem Solving
- Research Techniques, Internet and Library Use
- Vocabulary Development
- Oral and Written Communication Skills
- Computer Skills
- Personal Grooming/Skills for Daily Living
- Financial Literacy

Participants are encouraged to keep a daily journal of their experiences.

Host sites are also encouraged to consider coordinating enhancement activities with other campus summer programs and the local community in the development of its NSTI.

Sports and Recreation Program

Sports and recreation programs are intended to enhance physical health, and promote teamwork and sportsmanship. A sports and recreation program is required for residential programs and may be included in non-residential programs.

The Project Director must assess the general conditions of playing fields and facilities to be used for all sports and recreation activities and provide safety instructions and rules and regulations for the games. All outside activities should be subject to weather conditions. Additional staff/professional personnel should provide the appropriate instruction and monitoring to support NSTI activities. Safety gear, appropriate for the activity, must be provided to each NSTI participant.

Note: Where needed, reasonable accommodations must be made for persons with disabilities.

Note: Although Sports and recreation programs are a component of the NSTI curriculum, pursuant to 2 CFR §200.438, costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable. Federal funds may NOT be used for entertainment activities such as costs associated with student sports/fitness centers, swimming pools, board games, bowling, movies, water parks, amusement parks, cruises, etc. Funding for any activities that are non-transportation related is the responsibility of the host site or other partners.

Chapter 7 Evaluations

Each NSTI must administer program evaluations. Students, faculty, staff and guests must be provided evaluation forms for completion by the host site. Speakers, field trips, academic programs, enhancement programs, sports/recreation programs, faculty and staff, and host site facilities must be included in the evaluation. Host sites should administer weekly evaluations to program participants and an overall evaluation at the end of the program.

Weekly Evaluations

The Project Director administers weekly evaluations to program participants of speakers, field trips, academic, enhancement, and sports/recreation programs. The results of the weekly evaluations should be summarized and used to capture best practices and identify areas that require improvements.

Sample evaluation forms are provided in the Appendix section.

- Classroom and Lab Sessions
- Enhancement Program
- Field Trips
- Guest Speakers
- Staff and Faculty
- Sports and Recreation

Faculty/Staff Evaluation of Host Site Activities

The Project Director must ensure host site staff evaluates the effectiveness of the NSTI.

Host Site Overall Program Evaluation

The purpose of the evaluation is to determine how well the program has accomplished its goals and identify ways to improve the effectiveness of the NSTI. The overall program evaluation must be administered at the end of the NSTI and include summary evaluations of each NSTI component. The information should be used to complete the post program questionnaire.

Appendix A – STA SOW Application

National Summer Transportation Institute STA Statement of Work Application

Transmittal Sheet

Host Site (College/University):

Address (including zip):

Contact Representatives

Host Site

Project Director:

Title:

Phone:

E-Mail:

State Transportation Agency Liaison:

Name:

Title:

Phone:

E-Mail:

Federal Highway Administration Division Office

Name:

Title:

Phone:

E-Mail:

Please Complete and Return This Sheet Along With Your Statement of Work to the Federal Highway Administration – Office of Civil Rights by uploading to SharePoint by the established deadline.

National Summer Transportation Institute STA Statement of Work Application

Section A: Program Information

| | | | |
|-----------------------------------|------------------------------------|--|----------|
| Host Site (Name): | | | |
| State Abbreviation: | | | Zip: |
| Congressional District Number(s): | | | |
| FHWA Funding Requested: | | | |
| Is this a new NSTI? Y/N | | | |
| Number of years in existence: | | | |
| Type of In-Kind Contributions: | N/A | | Monetary |
| | \$ | | |
| | Other (Provide brief description): | | |

| | | | |
|---------------------------------|----------------|--|--|
| Program Length: | Program Dates: | | |
| NSTI (weeks): | | | |
| FAA ACE Academy (days): | | | |
| ACE Academy Location: | | | |
| Anticipated Number of Students: | | | |

| | | | | | |
|------------------------------------|----------------------------|--|--|---------------------------|--|
| Select Type of Program: | Residential | | | Non-Residential | |
| Select Grade Levels: | Middle School (grades 6-8) | | | High School (grades 9-12) | |
| Priority (if applicable, rank 1-5) | | | | | |

Each National Summer Transportation Institute (NSTI) Host Site is responsible for the following:

1. **Financial Reimbursement:** Submit all invoices in a timely manner. Note: Expenses on invoices should reflect only the expenses listed in the approved budget.
2. **Section 508 Standards of the Rehabilitation Act:** Ensure that their procurement of electronic and information technology takes into account the needs of all end users – including members of the public with disabilities who are seeking information or services, have access to and use of information and data that is comparable to that provided to others.
3. **Annual Post Program Questionnaire:** Complete the online NSTI Questionnaire via a web link provided by HCR at the end of the program. **SUBMIT BY WEB LINK ONLY; PLEASE DO NOT EMIAL COPIES TO HCR.**
4. **Program Evaluations:** Conduct weekly and post program participant evaluations and submit to FHWA Division Office.

Section B: Program Overview

Provide a one or two-page summary of the NSTI program the host site plans to implement. Information in this section should address the program objectives delineated in the solicitation memorandum, and include a description of curriculum, specific field trips planned, and examples of any enhancement activities planned.

Section C: Program Administration

1. Recruitment and Student Selection Procedures
2. Staffing Requirements - *Complete Table A*
3. Program Cost (Detailed Budget Summary) - *Complete Table B*
4. Inter-Modal Advisory Committee - *Complete Table C*
5. Specific-Named Partners - *Complete Table D*
6. Implementation Schedule - *Complete Table E*
7. Program Curriculum (STEM-Focused)
 - Academic
 - Enhancement
 - Sports/Recreation (*residential programs*)
8. Follow-up Survey of Students

Note: See SharePoint for Excel Tables A-E

AVIATION CAREER EXPERIENCE:

For more information, please see the point of contact list when provided.

Please review application in its entirety to confirm information is accurate.

Name of STA Representative who reviewed this proposal:

Date:

Appendix B

To: (Indicate Middle or High School) Guidance Counselors
From: Project Director

Subject: (Insert Year) National Summer Transportation Institute
Date:

The [college/university] will host the (insert year) National Summer Transportation Institute (NSTI) Program for [middle or high school] participants from [program dates] in [State]. This will be a [residential or non-residential] program. The purpose of the NSTI Program is to create awareness and stimulate interest in higher education and careers in the transportation industry.

The curriculum will expose participants to new frontiers and adventures such as highway design, transportation of people and cargo, inter-modal operations, laws, regulations, safety, and career opportunities. In addition, participants will participate in enrichment activities such as, computer training, field trips, and hands-on projects.

Approximately [number of participants] in [grade levels] will receive full scholarships to participate in the NSTI program. Scholarships will include the following:

- | | |
|----------------------|------------------------|
| ■ Tuition | ■ Equipment/Supplies |
| ■ Workshops/Handouts | ■ Travel (Field Trips) |
| ■ Room and Board | ■ Lab Fees |
| ■ Facility Usage | ■ Speakers |

The attached application form is being sent to [middle or high schools] across the State. Guidance counselors should identify two participants per school for the NSTI Program and assist them with completing the forms in the enclosed application package.

Appendix B

Date

Attention: Middle and High School Guidance Counselors

The Summer Transportation Institute intends to select students for participation in this summer's program. The following criteria will be used in the selection of participants.

- Be in the [grade levels] for the [school year]
- Have completed or be qualified to enroll in Pre-Algebra for the [school year]
- Have cumulative grade point average of 2.0 on a 4.0 scale [minimum]
- Have an interest in engineering, science, transportation, or technology-related higher education and career
- Provide at least two letters of recommendation from school teachers or counselors
- Provide standardized test score(s) and transcripts
- Provide an essay explaining why he/she wants to participate in the program and how it can assist in meeting individual career goals
- The selection team will also consider the geographical location of applicants to ensure an equitable representation from all regions of the State. Please consult with your science, mathematics and technology education teachers for the names of potential participants who may qualify for the NSTI program.

Please return all applications to the address below no later than _____.

Name
Project Director,
National Summer Transportation Institute
University or College
Address
City, State, Zip Code

Thank you for your assistance.

Sincerely yours,

Project Director Signature

Print Project Director's Name

Appendix B

National Summer Transportation Institute Participant Application

| | | |
|------------------------------------|---------|---------|
| Name: | Age: | Gender: |
| Address: | | |
| Parent/Guardian Name: | | |
| Address (if different from above): | | |
| Telephone Numbers (Home): | (Work): | |

| |
|------------------------------------|
| Name of School: |
| Standardized Test Score: GPA: |

(Please Print Clearly)

During the [school year], I will be in the _____ grade.

List your most recent math and science classes.

Math: _____ Science: _____

Career Interest (Please select only two):

- | | | |
|------------------|----------------------|-------------------------|
| ___ Accounting | ___ Law | ___ Computer Science |
| ___ Architecture | ___ Technology | ___ Scientific Research |
| ___ Environment | ___ Criminal Justice | ___ Transportation |
| ___ Engineering | ___ Marketing | ___ Other: (List) |
| ___ Business | ___ Construction | |

List Awards/Achievements/Organization Memberships:

Required Essay: Describe your career objective(s), interest in transportation, and how the NSTI can assist you in reaching your goals. Your essay must be typed and not exceed one (1) page.

Additional Information: Please enclose two letters of recommendation and your academic transcript. Incomplete applications will not be processed.

Submit Application to: Project Director's Name
National Summer Transportation Institute
Name of Host Site
Address

Signature (Participant)

Date

Signature (Parent)

Date

Appendix B - Notification Letter

«Date»

«Name»

«Address»

«City, State, Zip»

Dear «Mr./Ms. Last Name»:

Congratulations! You have been selected to participate in the [year and host site] National Summer Transportation Institute (NSTI) Program. This program will prepare you to meet the academic and social challenges during your upcoming academic year. The program dates are _____ to _____.

The [Host Site], [State Transportation Agency], and the Federal Highway Administration have agreed to provide educational experiences for middle and high school participants like you. The NSTI Program will expose you to a series of academic experiences designed to motivate you toward professions in the transportation industry. You will participate in mathematics, science and transportation-related projects to assist you in selecting a potential career in the transportation industry. There will be a parent/participant orientation at [date/ time/location]. Please see enclosed campus map for directions. Participants will be allowed to check in on [Date] after [time] in the [Dormitory Hall] on the [Host Site] campus.

I have enclosed a copy of the participant/parent agreement. This signed form confirms your commitment to participate in the NSTI Program. It must be returned to us by [Date]. Other required forms and a statement from the [Host Site Office] are enclosed for you and your parent(s)/guardian(s) review. Please bring these documents with you when you arrive for the program. We will not accept unsigned forms requiring parent(s)/guardian(s) signatures. You may contact [Contact Person] at [Phone Number/Email] if you have any questions regarding the NSTI. Congratulations again, and we look forward to seeing you on [date].

Sincerely,

Name
Project Director
NSTI Host Site

Rules and Regulations

We are excited to have you join us for the Summer Transportation Institute. We are responsible for your safety and well-being at all times. The following guidelines, rules and regulations are important and necessary to meet the objectives of the NSTI.

1. The NSTI staff expects participants to display courtesy and professional behavior toward their peers, faculty, and staff at all times.
2. Only excused absences from the Project Director will be accepted. Participants must report illness; injury etc., to their residence counselor and Project Director to be excused from classes (seminars/labs).

Violations may lead to dismissal from the program. Attendance at all activities is mandatory.

3. Participants are not permitted to leave campus unless escorted by a counselor or another adult in authority. Residence counselors will make arrangements for off- campus activities. Any unauthorized participant found or reported off campus is subject to immediate dismissal.

Participants are required to participate in all weekend activities, unless prior arrangements were made.

4. Activities may be planned each weekend for the participants. However, participants who must go home on weekends may do so on Saturdays after 1 p.m. and must return on Sunday by 5:00 P.M. Parents must consult with the Project Director before signing participants out of the dormitory when leaving campus. Parents must sign participants back in when they return to campus.
5. Each participant will receive a <<Host Site>> ID card. This ID card will allow him/her dining privileges and access to all college/university facilities and related programs.
6. All residence hall rules of conduct must be followed. A 9:00 p.m. curfew is set for all residence halls. Participants are free to move around inside the residence hall under the supervision of the residence hall counselor. They must also abide by bedtime hours.

I have read, understand, and agree to comply with the above rules and regulations.

Signature (Participant)

Date

Signature (Parent/Guardian)

Date

Appendix B - Participant/Parent Agreement

I have read and understand all materials submitted to me in my acceptance letter for the National Summer Transportation Institute (NSTI) Program. I have also read the NSTI regulations and I agree to comply with all stated policies. All incidences of noncompliance with the regulations will result in my dismissal from the NSTI. If dissatisfied with the NSTI, I understand I can leave at any time, after a parent/guardian conference with the Project Director.

Signature (Participant)

Date

Signature (Parent/Guardian)

Date

Parent/Guardian Telephone Numbers

Home:

Work:

Appendix B - Certificate of Health and Insurance Coverage

Note: This certificate is designed to provide the NSTI staff with information concerning your child's health and general welfare as well as insurance coverage. If the applicant is selected to participate, the information will be used for the participant's safety and welfare while on the <<Host Site>> campus. Please attach to the application a copy of the health insurance card under which the participant is covered.

(Please Print Clearly)

Applicant's Name: _____

Age: _____

Gender: _____

Address: _____

List all past and present illnesses or injuries:

Does the applicant have a history of any of the following? If yes, please check all that apply and provide a brief explanation in each case.

| | |
|--|--|
| Heart Disease (Mitral Valve Prolapsed, Murmur) | |
| Lung Disease (Tuberculosis, Asthma) | |
| Neurological (Seizures, Migraine) | |
| Mental Health | |
| Fainting | |
| Sinusitis | |
| Hearing Loss | |
| Anemia/Sickle Cell Disease or Trait | |
| Rheumatic Fever | |
| List any past surgeries or hospitalizations: | |
| List any injured or broken bones (Neck, Collar Bone, Ankle, Arm) | |
| List any allergies to food, medications, etc. | |
| List any lengthy illness: | |
| List any visual problems: | |

Is the applicant currently taking any medication? If yes, please provide the information below:

| Name of Medication | Dosage | Directions to Administer |
|--------------------|--------|--------------------------|
| | | |
| | | |
| | | |
| | | |

Appendix C - Personal Items and Dress Code

List of Items You Will Need to Bring

1. Linen (twin sheets, pillow/pillowcase)
2. Twin Blanket or Comforter
3. Towels
4. Laundry Detergent - Optional
5. Toiletries (shower cap, soap, deodorant, toothbrush, toothpaste, hair brush, etc.)
6. Backpack
7. Comfortable Clothing
8. Rain Coat
9. Umbrella
10. Lightweight Jacket
11. Walking Shoes
12. Swimsuits/Trunks,
13. **Medication and Directions to Administer**

Dress Code: Host site to establish appropriate dress code.

Appendix D - Employment Agreement

Job Title:

Description:

Responsibilities and Duties:

I have received instructions and copies of the nondiscriminatory policies, drug free workplace policies, and non-exclusionary policies of the [host site], and the U.S. Department of Transportation, Federal Highway Administration.

I, _____ accept the position as _____

for the Summer Transportation Institute. I will perform the duties and responsibilities of this position and will be compensated in the amount of \$_____ per hour.

This is a temporary position beginning on _____ and ending on _____.

Signature of Employee

Signature of Project Director

Date

Date

Appendix E - Release Form - Permission to Video Tape and Photograph

Participant's Name: _____

I grant written permission to the <<Host Site>> National Summer Transportation Institute to make videotapes and/or photographs of the above-named participant.

I further authorize the use of such photographs or tapes for brochures, press releases or other recruitment materials without prior inspection.

Signature: _____

Parent/Guardian: _____

Date: _____

Witness: _____ Date: _____

Appendix E - Release Form - Permission to Collect and Use Data

Participant's Name: _____

I grant written permission to the <<Host Site>> National Summer Transportation Institute and the Federal Highway Administration to use the information provided on the participant profile for marketing, recruitment, program evaluation, and data analysis purposes.

Participant's Signature: _____

Parent/Guardian Signature: _____

Date: _____

Witness: _____

Date: _____

Appendix F - Sample Orientation Meeting Agenda

National Summer Transportation Institute - Student/Parent Orientation Meeting

Date: _____ Time: _____

Location:

Agenda

I. Welcome

II. Overview of Program

- ☐ Purpose
- ☐ History

III. Introduction of Faculty and Staff

IV. Overview of Curriculum and Schedule

V. Student Orientation

- | | |
|--|---|
| <input type="checkbox"/> Room Assignments | <input type="checkbox"/> Clean Room Daily |
| <input type="checkbox"/> Living in a Dormitory | <input type="checkbox"/> Washing Clothing |
| <input type="checkbox"/> Keys | <input type="checkbox"/> Roommate |
| <input type="checkbox"/> Money/Valuables | |

VI. Parent(s) Orientation

- | | |
|--|---|
| <input type="checkbox"/> Sign In/Out | <input type="checkbox"/> *Telephone Calls |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Keys | <input type="checkbox"/> Injury/Illness |
| <input type="checkbox"/> Money/Valuables | |

**Identify when to call/Recommendation: Prepaid phone cards and amounts*

VII. Review and Complete Forms

VIII. Temporary Identification

IX. Remarks (Participants/Parents)

X. Closing Remarks

XI. Question and Answer Period

Appendix F – Sample Closing Program

National Summer Transportation Institute - Closing Program Project Director, Presiding

Pledge of Allegiance

Posting of Colors

Greetings

Reflections

- Academics/Projects
- Classroom Speakers
- Field Trips
- Self-Development
- Sports and Recreation
- Cultural/Civic

Luncheon

Introduction of Speaker

Speaker

Slide Presentation

Award Presentation

Special Recognitions and Presentations

Remarks

Words of Appreciation

Closing Remarks

Viewing of Student Projects

Appendix G - Incident Report

National Summer Transportation Institute - Medical/Injury/Conduct Report

Participant's Name:

Incident:

Date:

Time:

Location:

Participant's Signature (If able): _____

Description of Incident:

Detailed Report of Action Taken by Staff:

Reported By

Date

Witness

Date

Witness

Date



